



INSTRUCTIONS FOR FY 2015-2016 City of Cookeville Grant Application

The City of Cookeville requests that you complete the following application for non-profit budget allocation. In an effort to streamline the process and to receive information in a standard format, we have established this application to be completed by your organization/agency in order to receive City funds.

APPLICATIONS ARE DUE NO LATER THAN APRIL 2, 2015 AT 4:30 PM

Each application submittal must include the following documents:

- 1) Completed Application Form
- 2) Completed Scope of Work Report
- 3) Balance Sheet/Financial Statement for the previous 3 years
- 4) Copy of most recent Audit, Compilation or Review
- 5) Copy of IRS letter confirming tax---exempt status
- 6) List of Board of Directors
- 7) Copy of most recent annual reports filed with TN Secretary of State's office

You are welcome to include other materials (such as brochures, press releases, etc.) that support your agency's activities and the programs that support the citizens of Cookeville.

APPLICATIONS ARE TO BE SUBMITTED TO:

Melinda Keifer – mkeifer@cookeville-tn.org

931.520.5226

For further information please contact:

Mike Davidson

City Finance Director

931.520.5292

mike@cookeville-tn.org